

**Subject:** Re: Insurance Certificate Approved for San Pedro Property Owners Alliance  
**From:** Rauhman Lavergne <rauhman.lavergne@lacity.org>  
**Date:** 08/09/2017 02:29 PM  
**To:** Gianine Rizzi <grizzi@sanpedrobid.com>  
**CC:** Lorena Parker <lparker@sanpedrobid.com>

Hello Gianine,

Just wanted to let you know we just got your letter with all of the items we needed for your event this Sunday. I am going to order the signs now and will get you the work order # whenever I receive it. Also, we will be able to use your same deposit for the next event to make things a little easier. Let me know if you have any questions.

Best Regards,

Rauhman Lavergne

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
213.972.4906

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On Wed, Aug 9, 2017 at 11:20 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Raughman,

We are in the process of getting the ABC approval. LAPD, and CD15 has already signed off.

I can forward it with our application.

Please let me know what other requirements we will need to submit once you know more.

Thanks,  
Gianine

On Wed, Aug 9, 2017 at 11:08 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Because of the Beer Garden, it will change up the insurance requirement a bit. I will have to re-send it to our Risk Management team to get a determination. Also, you will need to provide us with an ABC permit that DOT will need to sign off on because the lot is our property. Let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 10:41 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Raughman,

Thanks so much.  
Here is some details.

Event Name: LA FLEET WEEK WELCOME PARTY  
Event Date: Wed. Aug. 30th, 2017  
Event Hours - 5:00 PM - 10:00 PM  
Set-Up Time including Street Closure beginning at:10:00 AM  
End Time including Street Closure reopening: 1:00 PM

Location Parking Lot 735- located at 398 W. 5th St. San Pedro, CA 90731  
Between 5th and 6th St. on Mesa St.

Lot will be utilized for event seating (tables and chairs)  
Beer Garden

I have CC'd Sandra Ciaramitaro and Jacob Haik from the Council office on this email. They will be able to provide approval. They are co-sponsoring the event.

Please let me know what else I need to supply.  
I am working on insurance as we speak.

Thank you,  
Gianine Rizzi

On Wed, Aug 9, 2017 at 10:24 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Will do. My pleasure.

We need to know exactly when you need the lot, including any set-up and break-down. We also need to know exactly what you will be using the lot for. Once we have that, we will have to check with the Council Office to see if they have any objections.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

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On Wed, Aug 9, 2017 at 10:16 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Please let me know when it is received. We did priority overnight so it would arrive by Noon yesterday.  
Thanks for the head's up regarding the signs.

Secondly, we have a second event I need to obtain the lot for. I am working on insurance right now. The event is for Wed. Aug. 30th, 2017.

What would you recommend to start the process and expedite it for this second permit.

Your input would be greatly appreciated.

All the best,  
Gianine

On Wed, Aug 9, 2017 at 10:02 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Gianine,

I did check the tracking number this morning and noticed that your letter was delivered yesterday. Unfortunately, at this time, we still have not received it. Sometimes the mail room can take time to sort everything. Hopefully we should be receiving it soon.

The signs will be ordered as soon as we receive payment and all the other necessary documents we requested. Once ordered, DOT will put the signs up on the lot 24 hours ahead of the event.

Let us know if you have any other questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Wed, Aug 9, 2017 at 9:55 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Just confirming you have everything you need from us for our permit for this Sun. 8/13 for lot 735. Please let me know when to anticipate the signs?

Do I install them, or does someone else.

Please advise.

Thank you,  
Gianine Rizzi

On Tue, Aug 8, 2017 at 10:51 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

No, that is fine. Just wanted to double check. I will let you know as soon as we receive it.

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Tue, Aug 8, 2017 at 10:50 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

It is in the package with the payment and the contract. Do you need me to scan and email it to you?

On Tue, Aug 8, 2017 at 10:48 AM, Rauhman Lavergne

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Great, thank you.

What is the status regarding the Workers Comp waiver?

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Tue, Aug 8, 2017 at 10:21 AM, Gianine Rizzi

<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Good Morning Raughman,

We sent our payment overnight and our signed agreement.

Tracking Number: EL 543585674 US

To answer your question we are a 501-C3 non-profit. We are the only organizers of the event.

Let me know if you need any other clarification, and please confirm receipt of our payment and paperwork.

Thanks,  
Gianine

On Tue, Aug 8, 2017 at 9:13 AM, Rauhman Lavergne

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Lorena,

Our Risk Management Division would like to know if you

are the sole proprietor of the organization that the event permit is going under?

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Mon, Aug 7, 2017 at 9:02 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning,

We are coming up close on the date for your event on August 13, 2017. Just wanted to let you know that we will need the WC waiver, the fees, and the deposit by no later than Wednesday August 9th before 1 pm so that we can order your "No Parking" signs for the event. If these items are not in our possession by that time, we can't guarantee that the sign shop will have enough time to put the signs on the lot for your event. Please let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 2, 2017 at 4:07 PM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Hi Gianine,

The insurance looks good.

We just need to have the signed contract, the workers comp waiver, and the fees and we will be good to go. I have sent all of this to Lorena.

Let us know if you have any questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

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On Wed, Aug 2, 2017 at 3:11 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

I wanted to follow up to let you know the proof of



insurance was uploaded yesterday to track4LA by our broker. (See below) Please confirm receipt.

We are processing payment for our permit. Let us know what else you need to finalize the permit for the lot.

Thanks in advance.

Best Regards,  
Gianine Rizzi

----- Forwarded message -----

From: "Lorena Parker"

<[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)>

Date: Aug 2, 2017 11:58 AM

Subject: Fwd: Insurance Certificate Approved for San Pedro Property Owners Alliance

To: "Gianine Rizzi" <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)>

Cc:

Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

**San Pedro Historic Waterfront  
Business Improvement District**

390 W. 7th Street | San Pedro, CA 90731

T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)

[lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)

[www.sanpedrobid.com](http://www.sanpedrobid.com)

----- Forwarded message -----

From: <[cao.riskmgmt@lacity.org](mailto:cao.riskmgmt@lacity.org)>

Date: Wed, Aug 2, 2017 at 8:54 AM

Subject: Insurance Certificate Approved for San Pedro Property Owners Alliance

To: [lparker@sanpedrobid.com](mailto:lparker@sanpedrobid.com)

Cc: [rick.larue@nfp.com](mailto:rick.larue@nfp.com), [heidi.fils@nfp.com](mailto:heidi.fils@nfp.com),  
[hfiles@insurancewest.com](mailto:hfiles@insurancewest.com)

Heidi Fils,

The insurance submitted on behalf of your client is approved. It meets the minimum insurance requirements of Track4LA, The City of Los Angeles Insurance and Bond Internet

Tracking System.

San Pedro Property Owners Alliance

Certificate Approval (CA) #122225

Certificate link : <http://track4la.lacity.org:80/DataServlet2010?action=7&is2010=true&formid=122225&type=2010&emallink=6122225>

Please Note: Your client must comply with the insurance provisions of the contract, permit, lease or other agreement they have with the City of Los Angeles, the requirements of which may be greater than the minimum requirements of Track4LA®. Your client's compliance is subject to audit and/or production of the insurance policies providing the required coverages.

Willful avoidance of financial responsibilities may subject the violator(s) to civil and criminal liabilities under the law, including but not limited to California False Claims Act, Government Code Section 12650 et seq.

Thank you for submitting your insurance and/or bond document.

The City of Los Angeles has implemented Track4LA®, The Self Service Insurance Compliance Network to better serve the business community. It provides 24 hours/7 days a week instant electronic insurance approvals on the industry ACORD 25 insurance certificate. Please take a moment to visit the new Track4LA® Home Page to learn more about the system.

Insurance brokers may register to use the system from the Home Page.

<http://Track4LA.lacity.org>

Please contact us at [\(213\) 978-7475](tel:2139787475) with any

questions regarding Track4LA®.  
If you are working with the Port of Los Angeles,  
please contact us at [\(310\) 732-3758](tel:3107323758).